

C O N F I D E N T I A L

PROCUREMENT MANAGEMENT STAFF, OL  
WEEKLY REPORT  
Week Ending 2 August 1988

1. Status of Tasks Assigned by Senior Management:

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b. The Chief, PMS/OL also met with the Chief, OIT Contract Team to cover the ordering process for ITC workstations for the remainder of this fiscal year (FY).

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25X1 d. Revisions to Procurement Notes 85, 140, and 184 were coordinated with OF, OGC/L&PLD, and OL/SS and signed by the D/L and are in the process of being distributed to all procurement elements. [ ]

25X1 e. On 29 July, the Chief, PMS/OL met with representatives from the Offices of the Comptroller, Finance (OF), and Information Technology (OIT) to review the status of FY 1988 commitments and obligations. Overall the meeting was highly productive and informative. The Agency appears on target relative to its end-of-year objectives. OIT was advised of the significant downtime being experienced. The next meeting has been scheduled for 15 August. [ ]

25X1 f. At the request of the Chief, Industrial Security Branch, Physical Security Group, Office of Security (ISB/PSG/OS), the Chief, PMS/OL provided a kickoff presentation to security officers representing Agency contractors. The briefing covered the Agency's contracting process along with a discussion of issues and concerns relevant to security. The briefing was well received and was the subject of a letter of appreciation from the Chief, ISB/PSG/OS. [ ]

## 2. Major Events That Have Occurred During the Preceding Week:

25X1 a. [ ] and OIT representatives visited Hitech Engineering Corporation in Herndon, Virginia, to discuss possible modification of a COMPAQ 386 personal computer (PC) to meet tempest standards. If needed, we could take this route to acquire a PC for use as a file server in the Core Team prototype. Other alternatives are being examined, one of which probably will prevail. [ ]

25X1 b. [ ] met with [ ] Office of SIGINT Operations, to discuss his new "Project Management Course" (the follow-on to [ ] "Contract Process Course") and its relation to acquisition planning. OL/PMS has developed draft guidelines for acquisition planning, and [ ] will brief [ ] working group (of program officers) as a vehicle for starting dialogue with program offices concerning ways to improve acquisition planning. This briefing will occur in early September (following the first running of the "Project Management Course") and will cover (1) draft acquisition planning guidance, (2) the automation of contract teams, and (3) the acquisition planning research and development project being done in the Office of Research and Development per OL requirement. [ ]

25X1 c. [ ] and others are defining hardware to be purchased for establishing the contract team automation prototype

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with the Core Team. Primary concerns are satisfying requirements for tempest and acquiring equipment within two to three months (rather than five to six) so that work can begin. The draft project plan has been completed. [ ]

d. The Contract Officer Intern (COI) Program administrator, [ ] met with [ ] to review their progress in the Program and to discuss the remaining requirements for their completion. [ ]

e. [ ] met with [ ] on 1 August to discuss the COI Program. [ ] a procurement careerist, has expressed an interest in becoming a COI. [ ]

f. In spite of approximately 10 hours of downtime during this reporting period, a total of 115 contract actions and 112 amendment actions were input into the CONIF database. [ ]

*Need breakdown*  
g. There was a total of 18 contract actions reviewed by the Agency Contract Review Board and subsequently approved by the D/L during July. These 18 actions had a total dollar value of \$36,666,732. Of the 18 actions, the Directorates of Administration (DA), Intelligence (DI), and Science and Technology (DS&T) presented one competitive action each, with a total dollar value of \$10,288,886. The remaining 15 actions, with a total dollar value of \$26,377,846, were noncompetitive awards presented by DA (6), DI (2), and DS&T (7). [ ]

h. OL/PMS is in the process of preparing memoranda, advising Agency directorates and their subordinate offices of their progress, or lack thereof, in achieving competition goals for the third quarter of FY 1988. These memoranda should be ready for the D/L's signature and subsequent mailing by the end of this week. [ ]

i. On 26 and 27 July, [ ] attended the "Home Sellers Workshop" conducted at Headquarters and sponsored [ ]

### 3. Upcoming Events:

a. OL/PMS will be undergoing a massive personnel turnover during this coming week. [ ] a summer-only employee, will be resigning on 2 August to prepare for the upcoming school year. [ ] will be leaving as of 3 August to begin training for her new assignment [ ] [ ] will depart 5 August for his new contracting assignment. We wish them all well in their new endeavors. [ ]

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c.  is attending "Advanced Contract Administration" sponsored by Management Concepts, Inc., during this week.

4. Management Activities and Concerns:

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*OL/PMS will continue to keep management apprised of any significant management activities and/or concerns as they arise.*

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